Division of Graduate Studies
University of California, Santa Cruz

Graduate Student Researcher
Division of Graduate Studies

SCHEDULE: Part-Time (20 hours per week)

SALARY: Dependent upon your academic standing in your department. Fees for Spring Quarter are paid in addition to your salary.

SUMMARY OF DUTIES: The Graduate Student Researcher position will be for spring quarter (April 1-June 30, 2006). The weekly work schedule is flexible, but will amount to 20 hours per week. The duties involved will focus on the development of Alliance for Graduate Education and the Professoriate (AGEP) Phase II events that will positively impact graduate student life on our campus.

SPECIFIC RESPONSIBILITIES INCLUDE: Coordinate planning, logistics and implementation of special events and conferences. Provide logistical support for meetings including arranging rooms, set-up, operate and troubleshoot audio-visual and other presentation meeting aid equipment and refreshments; taking notes; preparing agendas; other assignments as needed.

QUALIFICATIONS INCLUDE (with or without accommodation): Current UCSC graduate student in good academic standing. Student should be interested in issues that affect graduate student life and have had experience working with student groups. Proficiency in the use of English grammar; strong attention to detail with knowledge of office procedures; the ability to prepare and present written and oral information clearly and effectively; demonstrated ability to work independently as well as a member of a team; the ability to communicate effectively and respectfully with people from different racial, ethnic, and cultural backgrounds and lifestyles, demonstrating sensitivity to their needs.

SPECIAL CONDITIONS OF EMPLOYMENT: Spring Quarter 2006 employment with possibility of extension for the Summer Quarter 2006.

CONTACT: Please send cover letter and CV via email or drop off at the Office of Graduate Studies. Please contact Julio Cardona with any questions.

JULIO CARDONA
Director of Graduate Recruitment and Retention
Division of Graduate Studies, Kerr Hall 286C

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Position is open until filled; review of application materials will begin 2/21/2006.

The University of California Santa Cruz is an AA/EEO Employer.